



Job Opportunity

State Controller's Office

Position: Associate Governmental Program Analyst/
Staff Services Analyst (General) **Statewide**

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: June 7, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Richard Garcia, (916) 323-8472

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-560-5393-058
051-560-5157-xxx
Ref 0607.BTA6

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by a Staff Services Manager I (Supervisor), the incumbent will review and process the most complex Property Tax Postponement Program (PTP) applications and supporting documents. The incumbent will also take a lead role in completing special projects, bill analysis, legal referrals, desk procedures and program training. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Duties will be commensurate with level hired.
- Review and process complex PTP applications and analyze supporting documents provided by the claimants;
- Perform second level review of applications when claimants appeal denials of their claims;
- Provide advice and assistance to senior citizen and disabled claimants regarding their program eligibility and facilitate problem resolution, including corresponding with county tax collectors, lenders, legal representatives, and management;
- Provide advice and assistance on delinquent property taxes for claimants currently in the postponement program;
- Analyze and review documentation evidencing changes of ownership;
- Secure, examine, and interpret property records and title reports to protect the State's security for postponed property taxes;
- Develop alternatives and make recommendations for the most complex PTP program issues including PTP policies, desk procedures, legal referrals, legislative bill analysis and/or other projects as



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necessary;

- Develop and implement business process improvements to gain efficiencies and to implement legislative and other initiatives;
- Prepare necessary correspondence to secure payment of the PTP obligation owed to the state upon determination that the State's lien has become due and payable;
- Communicate with Property Tax Postponement claimants, their heirs, attorneys, or guardians, regarding administration and enforcement of the State's real property liens;
- Coordinate and implement various program outreach efforts;
- Prepare and deliver training and other presentations;
- Develop written program materials for distribution and coordinate with other agencies, programs and/or groups.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Richard Garcia

Reference 051-560-5393-058/051-560-5157-xxx, Ref 0607.BTA6 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).